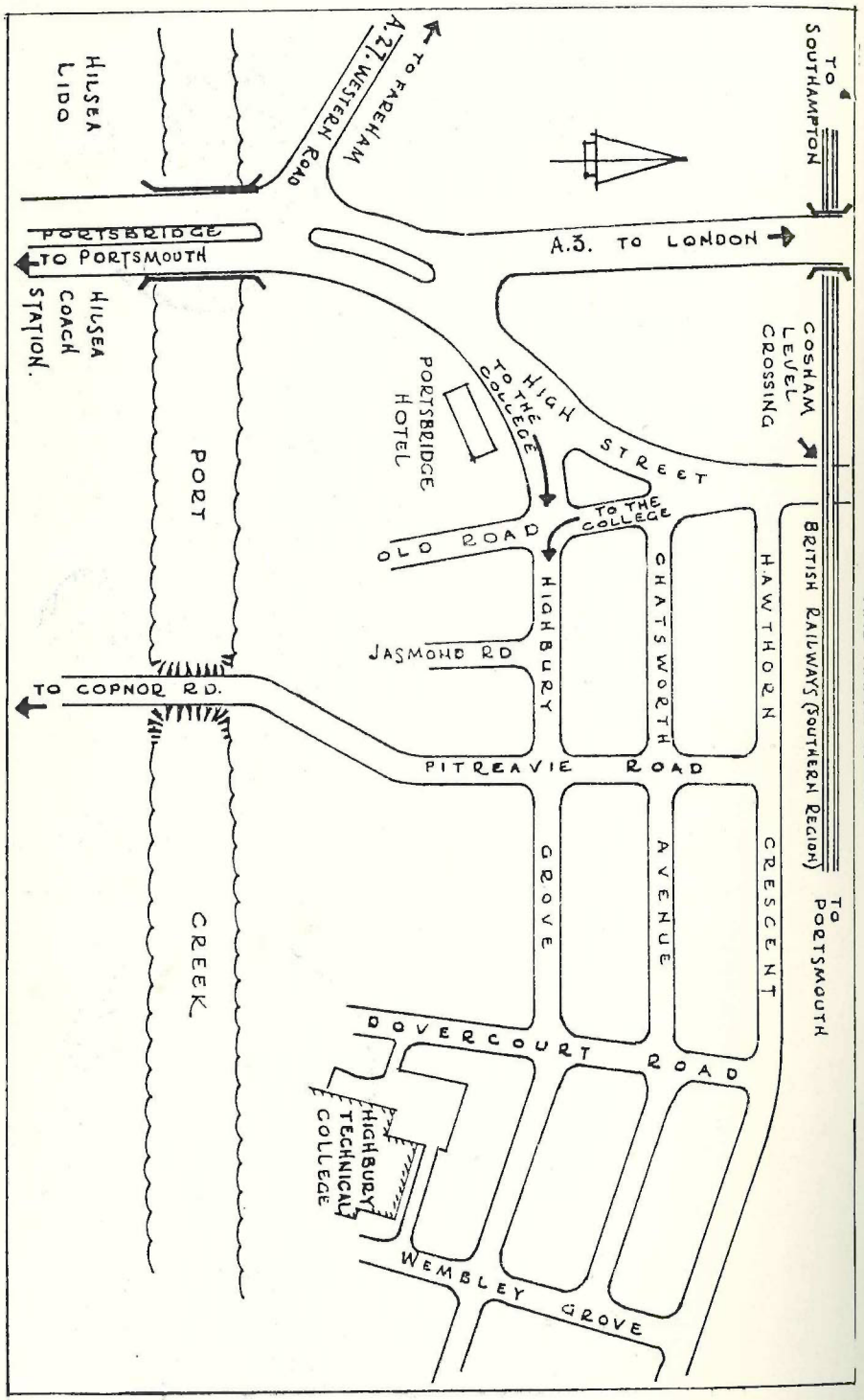
PROSPECTUS

city of portsmouth

HIGHBURY TECHNICAL COLLEGE

1964-5



SKETCH MAP SHOWING POSITION OF HIGHBURY TECHNICAL COLLEGE IN RELATION TO COSHAM RAILWAY STATION AND MAJOR ROADS

CITY OF PORTSMOUTH

HIGHBURY TECHNICAL COLLEGE

PRINCIPAL

S. W. B. LEATHLEAN, M.Sc.Eng.(Lond.), M.I.E.E.

All enquiries should be addressed to:—

THE REGISTRAR AND CLERK TO THE GOVERNORS,
HIGHBURY TECHNICAL COLLEGE,
DOVERCOURT ROAD, COSHAM,
PORTSMOUTH.

Telephones:

Principal Registrar Administrative Offices	..	Cosham 70351
Accommodation Officer	..	Portsmouth 21371

City of Portsmouth
Highbury Technical College

FOREWORD

The College is maintained by the Portsmouth Education Authority. The neighbouring County Authorities of Hampshire, West Sussex and the Isle of Wight are, however, closely associated with the work of the College through their representation on the Governing body.

Since its inauguration in 1959, the College has experienced a rapid growth, and in the Session 1963/64 the courses outlined in this prospectus were attended by over 5,000 students.

The College offers full-time and part-time courses in a large variety of subjects leading to Ordinary and Higher National Certificates and Diplomas, Final Certificates of the City and Guilds of London Institute, Ordinary and Advanced level General Certificates of Education, and Certificates of various other examining bodies. In addition, special short courses of advanced lectures are arranged from time to time on topics of particular interest to Industry, Commerce and local organisations.

Brief particulars of these courses are given on the following pages, together with general information regarding Admission Fees, Accommodation, Awards, etc. Further details concerning conditions of entry to courses in a particular department are available on request. Advice on the choice of a suitable course will be readily given by the Principal and Heads of Departments by appointment.

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Copies of departmental prospectuses may be obtained on application to the Registrar.

Governing Body

MUNICIPAL YEAR — 1963 - 64

The Chairman of the Education Committee

The Vice-Chairman of the Education Committee

Councillor Miss H. M. Brady
Councillor W. J. Evans, M.I.Mech.E., M.I.Prod.E. (Chairman)
L. Gaulter, Esq., B.Sc.
Councillor L. L. Hanbidge
D. L. Hill, Esq., M.A.
H. Horne, Esq., A.M.B.I.M., A.M.I.Prod.E.
Councillor Mrs. H. M. Ker, M.B.E., B.Sc.
Councillor D. C. Killbery
Councillor F. Lines
Councillor Mrs. E. Mack, J.P. (Vice-Chairman)
J. Middleton, Esq.
J. E. C. Moorey, Esq., F.I.M.I.
Councillor J. C. Nicholls, M.R.S.H., F.I.O.B.
Councillor Mrs. M. Perraton
Councillor W. G. S. Pope
E. J. Pople, Esq., J.P.
Councillor A. Reid, C.B.E., C.C.
L. C. Rogers, Esq., M.R.S.H., F.H.A.
Councillor J. H. W. Simpson, J.P.
C. S. Smith, Esq., M.B.E.
L. J. Street, Esq., T.D.
E. C. Welsh, Esq.
G. Winn, Esq.

Chief Education Officer:
S. R. Hall, M.Sc.(Econ.), B.Comm.

Registrar and Clerk to the Governors:
C. F. A. Clothier

COLLEGE CALENDAR — SESSION 1964/65

Autumn Term

Thursday 17th September 1964 to Friday 18th December 1964.

Spring Term

Monday 4th January 1965 to Wednesday 7th April 1965.

Summer Term

Monday 26th April 1965 to Friday 2nd July, 1965.
(Whitsun Vacation: Monday 7th June to Friday 11th June).

N.B.—Some part-time courses will terminate before the end of the summer term. Dates of closure of these classes will be announced during the session.

ENROLMENT DATES

All Departments except Hotel and Catering Department, will enrol at Dovercourt Road, Cosham, as follows:—

Part-time-day and Evening Students:

Monday, Tuesday and Wednesday, 7th, 8th and 9th September 1964.
(2.00 p.m.—4.30 p.m. and 6 p.m.—8.00 p.m.)

New Full-time Students:
Tuesday 15th September 1964.
(9.30—11.00 a.m.)

Returning Full-time Students:
Wednesday 16th September 1964
(9.30—11.00 a.m.)

Hotel and Catering Department Only:—

New Full-time Students, Part-time-day and Evening Students should enrol on Thursday 10th September 1964, from 9.00 a.m. to 12 noon, 2.00—4.00 p.m., or 6.00—8.00 p.m. at ANGLESEA ROAD, PORTSMOUTH.

ADMISSION FEES

	Per Session £ s. d.
1. *Full-Time Courses*	
Students under the age of 19 on September 1st in the year of enrolment	Nil
Students aged 19 or over on September 1st in the year of enrolment	42 0 0
2. *Sandwich Courses* (Two terms in College)	
Students under the age of 19 on September 1st in year of enrolment	Nil
Students aged 19 or over on September 1st in the year of enrolment	28 0 0
3. *Part-Time Courses, Day or Evening*	
Students under the age of 19 on September 1st in year of enrolment	1 10 0
Students aged 19 or over:—	
One half-day or One evening attendance each week	3 0 0
Two or more half-day or evening attendances (up to a maximum of 14 hours) each week ..	5 0 0
Part-time students attending for 15 or more hours each week will be charged pro-rata the full-time fee.	
4. *Short and ad-hoc Courses*	
Short Courses — (i.e. one meeting per week up to 13 weeks' duration)	1 10 0
Marine Engineers' Summer Vacation Course ..	20 0 0

PAYMENT OF FEES

Students whose fees are not being paid by their Local Education Authority or by their employers, are required to pay their fees on enrolment. Cheques and Postal Orders should be crossed 'Education Account', made payable to 'HIGHBURY TECHNICAL COLLEGE', and forwarded to the Registrar, Highbury Technical College, Dovercourt Road, Cosham, Portsmouth.

The usual fees will apply to students resident in the County Borough of Portsmouth, and to students residing in other districts whose County Education Officer has approved their attendance at the College.

Hampshire Students

Full-time courses. Residents of the Administrative County of Hampshire wishing to attend classes at this College need not obtain the prior consent of the Hampshire Education Committee except in the case of:

(*a*) full-time courses leading to the General Certificate of Education.

(*b*) full-time commercial courses.

Students wishing to attend one of these full-time courses should, before enrolling at the College, seek the consent of the Hampshire Education Committee by letter addressed to the County Education Officer, The Castle, Winchester.

Part-time courses. It is not necessary for Hampshire Students to obtain prior consent of the Hampshire Authority to attend Part-Time-Day or Evening courses.

Other Counties

Students residing in other counties are advised to obtain prior approval from their County Education Offices before enrolling for full-time courses; students residing in West Sussex should also obtain prior approval before enrolling for part-time courses.

GENERAL INFORMATION

The arrangements and information contained in this prospectus are subject to alteration without notice.

Formation of Courses

It should be understood that the formation of courses announced in this prospectus is conditional upon an enrolment which, in the opinion of the Governing Body and/or the Ministry of Education, is sufficient: similarly, the Governors reserve the right to terminate without notice any course in which, in their opinion, the attendance has ceased to justify its continuance.

Admission to Courses

The number of applications is frequently greater than the number of places available, and applications for admission to full-time courses commencing in September should be made as soon as possible after January, and not later than the end of June. Application forms can be obtained from the Registrar.

Intending part-time Students should enrol at the College on the official enrolment dates; accommodation is limited, and it may not be possible to accept new students after the commencement of the session.

Admission of Overseas Students

Applications from overseas students cannot be accepted direct by the College. All such applications must be made through the appropriate Embassy or Students' Liaison Officer in London, who will provide the College with the necessary official academic and financial recommendation.

Applicants must be proficient in written and spoken English.

Examinations

Students due to take external or assessed examinations should complete their entries and pay the examination fees before the closing dates. Although notices are normally displayed in the College warning candidates of the latest dates for making their entries, no responsibility can be accepted by the College in the case of a student failing to enter for an examination before the closing date. It is a student's responsibility to ensure that he has entered for the correct subject or subjects in any examination organised by the College.

Income Tax

Parents may claim child relief in respect of their children over the age of 16, receiving full-time educational training at College. The relief is not affected by the receipt of a Local Education Authority award.

A Certificate of full-time attendance, if required by the Income Tax Authorities, will be furnished by the Registrar on request.

Library

Librarian: R. F. GIBBS, A.L.A.

The College Library possesses approximately 3,000 volumes, the majority of which are available for loan to staff and students, both full-time and part-time. This total is being constantly increased. Books provided for the use of the Hotel and Catering Department are housed in the department. Periodicals taken at present number about 125.

Limited facilities for study are available within the Library (Room A.26) and may be used during all normal opening hours which usually end with the beginning of evening classes. Full library services are available during vacations, at times which are posted on the Library notice board prior to the end of each term.

Bookstalls

Stationery, including the various standard note-books and loose-leaf books to be used in the different College departments, as well as text-books and instruments, etc., may be purchased at the College bookstall. This is open in the Entrance Hall from 8.30 a.m. to 12.30 p.m. and from 6.0 p.m. to 7.0 p.m.

Refectory

The Refectory consists of a self-service Cafeteria, to seat about 200 students.

It is open at the following times:—

10.0 a.m. to 11.0 a.m.
12 noon to 2.0 p.m.
3.0 p.m. to 4.0 p.m.
5.0 p.m. to 6.15 p.m.

The Refectory also caters for meetings of College Clubs, societies, etc., and for College functions held in the College Hall.

College Approved Lodgings

Accommodation Officer: MRS. P. A. ALBROW.

Full-time students living away from home will be required to reside in approved lodgings during the first year of their course.

After the first year, students will not be permitted to reside in accommodation which has not been inspected by the Accommodation Officer. Proposals to change addresses during a session must therefore be discussed in the first instance with the Accommodation Officer, who will reserve the right to declare any accommodation unsuitable for use by students.

College Chaplain

The College Chaplain, the Reverend J. F. Buckett, will be pleased to meet students of all denominations by appointment. His office is in Room A.10, behind the College hall.

Fire Precautions

In the event of fire, or when the College siren is sounded, students are requested to evacuate the College as directed.

Safety Precautions in Laboratories and Workshops

Students are requested to pay particular attention to any instructions given regarding accident prevention and safety precautions.

First Aid

In case of emergency, first aid supplies are available in Room A.26 in the Administration Block.

Assistance will be rendered by Mrs. D. Hindle, S.R.N. (Department of Domestic Studies).

COLLEGE REGULATIONS

Admission and Fees

1. Fees are payable in advance, and are not normally returnable.

Fees paid by part-time students will not be refunded except where a course is cancelled by the Principal at the beginning of the session. In cases where a course is cancelled during the session, pro-rata refunds will be considered unless an alternative class in the subject is available.

2. Students are admitted to full-time courses on the understanding that they will remain at the College for the full period of the course. If it is necessary for a student to leave before the expiration of the full period of that course, not less than half a term's notice, expiring at the end of a term must be given in writing to the Principal.

Attendance

3. Regular and punctual attendance is required at all classes for which the student has enrolled. In the event of absence through sickness, the Head of Department should be informed, and a medical certificate should be forwarded not later than the fourth day of absence.

4. No student will be permitted to attend on recovery from any infectious disease, or attend from a house in which there is, or has been, infectious disease, without a certificate from a medical practitioner stating that it is safe for him to do so.

Conduct and Progress

5. Students will be expected to sit for the College mid-sessional and sessional examinations and for such external examinations as are recommended by the Head of Department. Those whose conduct, progress and attendance are unsatisfactory may be required to terminate their courses at the discretion of the Principal.

6. The Governors reserve the right to admit, refuse to admit, or dismiss any student. The Principal has the right to suspend any student from attendance on reasonable grounds for misconduct or failure to comply with College regulations, pending a decision of the Governors.

7. Students will be expected to complete homework exercises where they are set as a supplement to normal class work.

College Property and Equipment

8. Students will be charged for loss of or damage to College property or equipment caused by their carelessness, negligence or misuse.

Smoking

9. Smoking is permitted only in common rooms or in the refectory.

Personal Property

10. Neither the Local Education Authority nor the Governing Body can accept any responsibility for damage to or loss of clothing and other articles of personal property in the College premises or grounds. Students are strongly advised not to leave clothing and articles of value unattended in classrooms or cloakrooms.

Cars, Motor Cycles and Bicycles

11. Facilities are available at the College for the parking of cars and motor cycles and for storing bicycles. These are brought on to the College grounds entirely at the owner's risk, and the College authorities cannot accept any responsibility for damage to or loss of vehicles or their contents. Any instructions from the College staff covering the regulation of traffic and parking of vehicles on the College grounds must be strictly observed.

Change of Address

12. Notice of changes of address should be given immediately to the Registrar, in writing.

AWARDS, ALLOWANCES AND GRANTS

1. *Portsmouth Education Committee Awards and Allowances Tenable at the College*

General Conditions

Awards and Allowances are normally made only to residents of Portsmouth, and are available to those whose examination successes and records indicate suitability for a full-time course of training. Students who have just completed a course of full-time study at school, and those who may have been engaged in industry for a time, are equally eligible to apply.

The tenure of Awards will be for the minimum period required for the completion of the approved course, subject to the receipt of satisfactory reports as to attendance, conduct and progress. Only in exceptional circumstances will the Committee consider extensions of Awards for an additional period.

Eligibility for Award

The Portsmouth Education Committee are prepared to consider applications for Awards, tenable at the Highbury Technical College, from candidates who have secured the offer of a place at the College as full-time students. Candidates should not assume that acceptance by the College for such a Course qualifies them for an Award.

Maintenance Allowances

Full-time students attending courses to Intermediate standard are eligible to apply for financial assistance; the maximum is £105 per annum plus remission of tuition fees. The scale of allowances may be obtained from the Registrar.

2. *Awards, Allowances and Grants by other Local Education Authorities*

Awards, allowances and grants tenable at the College may be made similarly by the Hampshire, West Sussex and Isle of Wight Education Committees. Enquiries about these should be addressed to the Education Officers at Winchester, Chichester and Newport respectively.

Similarly, students coming from other districts should enquire at their local education authority's offices to find out what form of financial assistance would be available to them to follow a full-time course at the College.

DEPARTMENT

OF

BUILDING AND SURVEYING

DEPARTMENT OF BUILDING AND SURVEYING

Head of Department

S. E. Thompson, A.M.T.P.I.

Full-Time Staff

Senior Lecturers: L. S. James, A.R.I.C.S.

B. E. Hill, A.M.I.Struct.E.

Lecturers: G. A. Wills, A.R.I.C.S.

D. A. Race, B.Sc.(Eng.), A.M.I.C.E., A.M.I.Mun.E.

Two Vacancies

Assistant Lecturer (in charge of Craft Courses): C. J. Lloyd, M.I.P., A.R.S.H., C.G.L.I.Cert.

Assistant Lecturers: C. F. Backshall, C.G.L.I.Cert.

R. H. Barnwell, A.M.I.P.H.E., C.G.L.I.Cert.

P. G. Cullimore, L.I.O.B., H.N.C., C.G.L.I.Cert.

T. Donoghue, C.G.L.I.Cert.

J. Drake, H.N.C., C.G.L.I.Cert.

R. Dunn, H.N.C., C.G.L.I.Cert.

E. Hankin, L.I.O.B., H.N.C., C.G.L.I.Cert.

S. F. Hearn, C.G.L.I.Cert.

E. J. McKay, H.N.C., C.G.L.I.Cert.

T. W. Powell, C.G.L.I.Cert.

R. Saunders, H.N.C., C.G.L.I.Cert.

A. L. Southenden, L.I.O.B., F.B.I.C.C., H.N.C., C.G.L.I.Cert.

R. P. Stewart, B.Sc.(Tech.)

G. A. Wood, C.G.L.I.Cert.

Three Vacancies.

Assisted by a staff of part-time Specialist Lecturers.

Department of Building and Surveying

FULL-TIME COURSES

Ordinary National Diploma in Building

A full-time course of two years duration intended to provide a comprehensive basic education in Building.

The Course is divided into two streams:

(1) Construction — for those intending to enter Contractors' Offices.

(2) Architecural Technicians — for those intending to become technicians in Architects' Offices.

Entry qualifications — four appropriate passes in G.C.E. subjects at the Ordinary level.

PART-TIME COURSES

(1) *Royal Institution of Chartered Surveyors*

Complete part-time courses in preparation for the examinations of the Royal Institution. Limited to General and Quantity Surveying Sections. Students should have reached the minimum educational standard required by the Institution.

(2) *Institute of Builders*

The College is registered under the Registration and Exemption Scheme of the Institute. Under this scheme National Certificate students who comply with certain preliminary qualifications are exempted from certain subjects in the Associateship Examination of the Institute.

(3) *Higher National Certificate in Civil Engineering*

Students must hold an Ordinary National Certificate in either Electrical or Mechanical Engineering or in Building.

(4) *Higher National Certificate in Building*

Students must hold an Ordinary National Certificate or Diploma in Building.

(5) *Ordinary National Certificate in Building*

From September 1964, students must hold four approved 'O' level G.C.E. subjects, or have achieved a certain standard in the new General Construction Course.

(6) *General Construction Course*

This is a new course commencing in September 1964. Its purpose is to determine whether students shall proceed to the new Ordinary National Certificate Course or to another new course for Construction Technicians.

(7) *Construction Technicians Course*

A new course commencing in September 1964. It is designed mainly to meet the need of the construction industry for technical staff on the site and in the office.

(8) *Public Health Inspectors*

For suitably qualified persons in Public Health Offices.

(9) *Concrete Technology*

A two year evening course.

(10) *Timber Technology*

A two year evening course.

(11) *Building Management and Law*

This is an endorsement Course to the Higher National Certificate but suitable interested persons will be allowed to join the class.

(12) *Elements of Structural Engineering*

This course leads to the examination in Structural Engineering, of the City and Guilds of London Institute.

(13) *General Foremanship*

For adult students who normally should possess at least an Advanced Craft Certificate of the City and Guilds of London Institute.

(14) *Full Technological Certificate*

For the student who has passed an Advanced Craft Certificate of the City and Guilds of London Institute.

(15) *Heating Ventilating Course*

An advanced course leading to the Final Examinations of the Institute of Heating and Ventilating Engineers.

(16) *Craft Courses*

Courses for the Basic and Advanced Craft Certificates of the City and Guilds of London Institute in the following crafts:

(*a*) Carpentry and Joinery
(*b*) Wood Cutting Machinists
(*c*) Cabinet Making
(*d*) Brickwork
(*e*) Plastering
(*f*) Plumbing
(*g*) Gas Fitting

(17) *Pre-Apprenticeship Course*

A full-time course for boys who intend to become apprenticed in the industry. The course is based on Paulsgrove Secondary School, and information regarding it can be obtained from the Headmaster at the School.

Further information about all the courses offered by the Department is given in the departmental prospectus, a copy of which can be had on application to the Registrar.

DEPARTMENT
OF
COMMERCE AND GENERAL
STUDIES

DEPARTMENT OF COMMERCE AND GENERAL STUDIES

Head of Department
G. S. Boulton, B.A.Hons.(Lond.)

Full-Time Staff

Senior Lecturers: R. Brown, M.A.(Edin.), B.Litt.(Oxon).

Lecturers: D. P. Whitehouse, B.A.(Lond.)
W. G. Shaw, F.S.C.T., M.I.O.M.
J. W. Gould, B.Sc.Econ.(Lond.)

Assistant Lecturers: Revd. J. F. Buckett
F. T. C. Carter, B.A.(Birm.)
S. Combes, B.A.(Lond.)
D. L. Frampton, B.A.(So'ton.)
M. E. Frost, B.Sc.Econ.(So'ton.)
M. P. Hall, B.A.(Cantab.)
W. D. Hemming, M.F.T.Com., M.I.O.M.
B. Hirst, B.A.(Leeds)
J. Kane, B.A.Comm.(Manc.)
P. King-Scott, A.M.I.Prod.E., A.M.I.W.M.
Miss P. I. Lee, A.F.T.Com., M.I.P.S.
K. R. Legg
R. Quinn, A.C.I.S.
M. J. Reid, B.A.(Lond.)
F. Schwarzenberger, M.A.(New York)
D. P. Simpson, B.A.(Oxon.)
A. R. Taylor, B.A.(Lond.)
J. R. Toalster, B.Sc.Econ.(Lond.)
W. S. Tooze, A.C.C.S.
Eight Vacancies.

Assisted by a staff of part-time Specialist Lecturers.

Department of Commerce and General Studies

FULL-TIME COURSES

1. *G.C.E. Advanced Level* in Arts and Commerce subjects: two-year course.

2. *Preliminary Course* (G.C.E. Ordinary Level) in conjunction with the Department of Mathematics and Science: one-year course.

3. *Business Training (Secretarial).* A one-year course with the main emphasis on Shorthand and Typewriting.

4. *Ordinary National Diploma in Business Studies.* A two-year course leading to intermediate-professional qualifications, with Shorthand and Typewriting as ancillary subjects.

5. *Intensive Secretarial Course* for mature students: two-terms.

PART-TIME COURSES

Business Studies

Ordinary National Certificate in Business Studies.
Professional Examinations (Intermediate and Final) for most professional bodies.
Legal Executives.
Local Government Examinations Board (Clerical Division)

Office Arts

R.S.A. Shorthand and Typewriting, Stages II and III *
London Chamber of Commerce Private Secretary's Diploma *
R.S.A. Teacher's Certificates *.
Certificate in Office Studies.

Retail Distribution

Retail Trades' Junior Certificate.
National Retail Distribution Certificate.
Institute of Certificated Grocers.

General Studies

G.C.E. Advanced and Ordinary level.
Civil Service Examination (Executive Grade). *
English for Foreigners.
Audio-Visual Language Courses.
Non-vocational courses for Civil Servants under 18.

Special Courses

Junior Journalists
Police Cadets. * Evening only

Further information about all the courses offered by the Department is given in the departmental prospectus, a copy of which can be had on application to the Registrar.

DEPARTMENT

OF

DOMESTIC STUDIES

DEPARTMENT OF DOMESTIC STUDIES

Head of Department

Miss A. M. B. McGee

Full-Time Staff

Lecturers: Miss M. Stone, Diploma Domestic Science.

Miss G. M. Gammon, M.I.M.A., M.H.C.I., University of London Teacher's Certificate.

Assistant Lecturers: Mrs. P. E. Austin, C.G.L.I. Teacher's Certificate.

Mrs. M. K. Elkington, C.G.L.I. Advanced Certificate.

Mrs. D. M. Hardy, C.G.L.I. Teacher's Certificate.

Mrs. D. Hindle, S.R.N.

Miss W. K. Rowley, Diploma Domestic Science.

Mrs. M. I. Whitton, Diploma Domestic Science.

Four Vacancies.

Assisted by a staff of part-time Specialist Lecturers.

The Head of the Department will be pleased to interview parents or students on Thursdays from 4—6.30 p.m. and by appointment.

Department of Domestic Studies

FULL-TIME COURSES

1. *Domestic Science Course.* A one-year course leading to Examinations of the City and Guilds of London Institute in Domestic Subjects.

2. *Hospital Entrants Course.* A one-year course for those wishing to train for careers in hospitals.

3. *Professional Course for Demonstrators.* A two-year course for girls wanting careers as Domestic Science Demonstrators for the Gas or Electricity Boards, or with Industry.

4. *I.M.A. Certificate Course in Institutional House-keeping and Catering.* A two-year course qualifying for the Associate Membership of the Institutional Management Association.

5. *Ladies and Men's Hairdressing Course:* for two years, leading to the City and Guilds of London Institute Craft Certificate in Hairdressing.

6. *Two-Year Craft Course.* First year basic, second year advanced craft. This is the preliminary course qualifying for admission to the Domestic Subjects (Further Education) Teacher's Certificate course (City and Guilds Subject No. 164).

7. *One-Year Course leading to the City and Guilds of London Institute Domestic Subjects (Further Education) Teacher's Certificate.*

8. *Clothing Operatives Course (Block Release).* A six-week intensive full-time course (block release) is held for Clothing Industry employees, for training of piece-work machinists.

PART-TIME DAY COURSES

1. *Tailor-Cutters* — for boys and young men in the tailoring trade, leading to City and Guilds Intermediate and Final Certificates.

2. *Hairdressing.* A three-year course for trade apprentices.

3. *Child Care Cadets.* A two-year course.

4. *City and Guilds of London Institute Courses in Domestic Subjects.* These are available both in DAY and in EVENING classes in the following subjects: Laundry Technology, Dress, Embroidery, Tailoring, Home Management, Soft Furnishing with Upholstery, Cookery and the Domestic Subjects (Further Education) Teacher's Certificate.

Further information about all the courses offered by the Department is given in the departmental prospectus, a copy of which can be had on application to the Registrar.

DEPARTMENT

OF

ENGINEERING

DEPARTMENT OF ENGINEERING

Head of Department

D. S. Ayling, B.Sc.Eng.(Lond.), A.M.I.Mech.E., A.M.R.I.N.A.

Full-Time Staff

Senior Lecturers: R. Bray, B.Sc.Eng.(Lond.), A.M.I.E.E.
A. Hind, A.M.I.MechE., A.M.I.Prod.E.

Lecturers: L. Cass, A.M.I.Mech.E., A.M.I.E.I.
J. King, A.M.I.Mech.E., M.I.E.D.
R. Larkman, C.G.L.I.Cert.
H. Townley, H.N.C.(Elect.)
One Vacancy

Assistant Lecturers: M. Baggs, A.M.I.Mar.E.
A. Berwick
C. Bouncer, G.I.Mech.E.
R. Bridger, H.N.C.(Elect.)
J. Collins, C.G.L.I.Cert.
R. de Bunsen, H.N.C.(Elect.)
L. Eden, A.I.W.
B. Fountain, B.E.M., A.M.I.E.I., H.N.C.
D. Ganter, 1st Class, P.M.G.Cert. (Prod.)
A. Jupp, C.G.L.I.Cert.
A. Larkman
F. Larkman
D. Macrae, C.G.L.I.Cert.
A. Mills, H.N.C.(Mech.), H.N.C.(N.A.)
A. Milnes, A.M.R.I.N.A., H.N.C.(Mech.)
G. Muir, H.N.C.(Mech.), H.N.C.(N.A.)
L. Osborne, C.G.L.I.Cert.
F. Renshaw, C.G.L.I.Cert.
A. Sayers, A.M.I.M.I.
D. Stokes, G.I.E.E.
D. Woodmansey, H.N.C.(Mech.)
A. York.
Four Vacancies

Assisted by a Staff of Part-time Specialist Lecturers.

The Head of the Department is available to see students or parents on Mondays from 6—7 p.m. or by appointment.

Department of Engineering

FULL-TIME COURSE

Ordinary National Diploma in Engineering

A two-year course; entry condition four 'O' levels including Mathematics and either Physics or Physics-with-Chemistry.

This course is part of a training scheme for engineer-officer cadets of the large shipping companies but can also be taken as a lead-in to Higher National Diploma in Technology courses.

Two entries are proposed — one in September and one in January.

SANDWICH COURSE

Pre-Diploma

A one-year course (September to Easter), leading to Higher National Diploma (Sandwich) or Diploma in Technology courses. Entry condition — the successful completion of the first year of the Ordinary National Certificate course in Engineering (New Scheme) or equivalent.

PART-TIME COURSES

* Higher National Certificates in Mechanical, Electrical and Production Engineering and Naval Architecture (A.1 years only).

* Ordinary National Certificate in Engineering and Naval Architecture.

City and Guilds of London Institute Courses

General Engineering Course.
Electrical, Telecommunications and Mechanical Engineering Technicians.
* Radio and T.V. Servicing.
Electrical Installation (courses A and B).
Electrical Fitters.
Sheet Metal Work.
*Welding.
Motor Vehicle Mechanics.
Motor Vehicle Technicians.
Yacht and Boat Building.
Mechanical Engineering Craft Practice.
Vehicle Body Building.

* Only the courses thus indicated are likely to be available as evening as well as day courses.

Further information about all the courses offered by the Department is given in the departmental prospectus, a copy of which can be had on application to the Registrar.

HOTEL AND CATERING DEPARTMENT

HOTEL AND CATERING DEPARTMENT

Head of Department

A. E. Simms, F.H.C.I., Maitrise Culinaire, M.R.S.H.

Full-Time Staff

Senior Lecturers:	W. A. Land, F.H.C.I.
	L. Nice, M.H.C.I., Cordon Culinaire.
Lecturers:	F. W. Dansie, M.H.C.I., M.R.S.H., A.C.F.
	T. Jones, M.H.C.I.
	One Vacancy.
Assistant Lecturers:	E. Aellen, M.H.C.I., A.C.F.
	R. Burgess, A.C.F.
	E. Burnett, A.M.H.C.I., A.C.F.
	H. Ferrioli
	H. Goodman-Jones, M.H.C.I.
	G. Liengme, A.C.F.
	G. McGarry, M.H.C.I.
	S. W. Parker, M.H.C.I., A.C.F.
	J. Standring, F.I.B.B., M.H.C.I.
	R. Summers, A.M.H.C.I.
	S. Temple, A.C.F.
	A. Williamson, A.C.F.
	Mrs. B. Williamson, A.M.H.C.I.
	Miss J. V. Winwood, Teaching Diploma
	Two Vacancies

Assisted by a staff of part-time Specialist Lecturers.

The main building of the Department is situated at Anglesea Road, Portsmouth.

Attention is drawn to the College Calendar on page 5, regarding the special enrolment date for the Hotel and Catering Department.

Hotel and Catering Department

FULL-TIME COURSES

1. National Diploma in Hotel Keeping and Catering.

2. Membership Examinations of the Hotel and Catering Institute (one year course to the Intermediate Membership Examination, and a one year course to the Final Membership Examination).

3. Craft Course. Two years' duration.

4. Full-time (Sandwich) Courses in the Catering Trade for (*a*) Cooks, (*b*) Waiters, and (*c*) Book-keeping / Receptionists.

5. Hotel Housekeeping Certificate Course, Hotel and Catering Institute. One year.

6. Advanced Professional Cookery Certificate. One year.

PART-TIME COURSES

1. Intermediate M.H.C.I. and Final M.H.C.I.

2. Hotel Book-keeping and Reception.

3. Advanced Cookery for Hotels and Restaurants. (City and Guilds No. 152).

4. Cookery for Hotels and Catering Establishments. (City and Guilds No. 151).

5. Craftsmen Courses for Waiters and Waitresses (Intermediate and Final).

6. Meat Trades — Craft Certificate and Diploma Courses.

7. Royal Society of Health Certificate and / or Diploma in Catering Hygiene.

*8. National Trade Development Association Diploma in Licenced House Management.

*9. Licenced House Catering Diploma Course.

* *Not necessarily held every year*

Further information about all the courses offered by the Department is given in the departmental prospectus, a copy of which can be had on application to the Registrar.

DEPARTMENT

OF

MATHEMATICS AND SCIENCE

DEPARTMENT OF MATHEMATICS AND SCIENCE

Head of Department

W. J. L. Tribe, B.Sc.(Lond.), A.Inst.P.

Full-Time Staff

Senior Lecturer: Miss N. M. Blaikley, M.Sc.(Reading), M.I.Biol.

Lecturers: Miss P. Davies, B.Sc.(Wales).

R. D. P. Davies, B.Sc.(Wales), A.Inst.P.

One Vacancy.

Assistant Lecturers: Miss M. B. Connor, B.Sc.(N.U.I.)

M. A. J. B. Cruse, B.Sc., Ph.D.(Bristol).

H. W. L. Grout, B.Sc.(Lond.)

J. Hill, B.Sc. (So'ton).

Miss S. M. Horrell, B.Sc.(Notts.)

A. G. Lippiatt, B.Sc.(Bristol), Grad.I.E.E.

P. B. Shaw, B.Sc.(Lond.)

J. A. Smith, B.Sc.(Wales)

A. Windsor, B.Sc.(Leics.)

Five Vacancies.

Assisted by a staff of part-time specialist lecturers.

Department of Mathematics and Science

FULL-TIME COURSES

General Certificate of Education. Ordinary Level Course. One year's duration: Subjects selected from Mathematics, Additional Mathematics, Chemistry, Physics, Biology, Human Biology, Engineering Drawing, with English Language.

This course is provided for students who intend to proceed subsequently to a more advanced course at the College.

General Certificate of Education Advanced Level Courses. Two year's duration:

1. Subjects selected from Pure Mathematics, Applied Mathematics, Chemistry or Geology, Physics.

2. Subjects selected from Botany, Zoology, Biology, Chemistry or Geology, Physics.

In both courses classes are provided for the Special Papers as required.

PART-TIME COURSES

1. Ordinary National Certificate in Applied Physics.

2. Higher National Certificate in Applied Physics.

3. Ordinary National Certificate in Chemistry.

4. Higher National Certificate in Chemistry.

5. Science Laboratory Technician's Certificate of the City and Guilds of London Institute.

6. Intermediate and Final Examinations of the Institute of Medical Laboratory Technology.

7. Certificated Gardener's Examination of the National Joint Council for Local Authorities' Services.

8. General Examination of the Royal Horticultural Society.

9. Physics for the Part I Examination for Membership of the Society of Radiographers.

10. Statistics.

11. Glass-blowing.

12. General Certificate of Education — Ordinary Level. Subjects selected from Mathematics, Chemistry, Physics, Biology, Human Biology, Additional Mathematics, Engineering Drawing.

13. General Certificate of Education — Advanced Level. Subjects selected from Pure Mathematics, Applied Mathematics, Chemistry, Physics, Botany, Zoology, Geology.

Further information about all the courses offered by the Department is given in the departmental prospectus, a copy of which can be had on application to the Registrar.

DEPARTMENTAL PROSPECTUS

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